

Professional and Managerial Branch
Miscellaneous Professional Group
Procurement Series

PROCUREMENT ANALYST

10/00 (REB)

Summary

Under direction, coordinate, develop and administer procurement processes and systems for high value, technically complex commodities and services.

Typical Duties

Ensure acquisition of specialized, high value commodities. Involves: determining procedural method for contractor solicitation; reviewing and preparing complex, technical specifications; analyzing specifications for adherence to user department and City criteria; assessing propriety of purchasing wholesale or customized products; preparing solicitation and advertising packages for formal bids, Invitations to Bid and Requests for Proposal; determining whether departments are entitled to emergency purchases and issuing emergency purchase orders; conducting public bid openings; reading bids into record; evaluating solicitations in terms of compliance with specification, unit cost, terms, delivery or other specified criterion, and analyzing subtle, intricate and competing variables in determination of recommendation; conducting cost, value or other analyses; conferring with user department about selection of solicitation to be accepted; approving bid award recommendations by departments within established levels of authority; disqualifying bids not meeting requirements and notifying vendors of disqualified bids; making recommendations about bids to City Council or other officials in written or oral form; sending letters of award to successful vendors; preparing and finalizing internal documents and forms related to purchasing process; assessing necessity of bid or performance bonds in contracts; overseeing and coordinating implementation of and permissible modification to contracts; terminating contracts for default or convenience within established policy; ensuring compliance with applicable City regulations and State of Texas statutes; resolving operating problems connected with suppliers; maintaining awareness of changes in purchasing regulations or laws; maintaining files of standard or historical specifications; establishing and maintaining business relationships with contractors and vendors; soliciting vendors based on identified outreach criteria; meeting supplier representatives on or off-site to assess quality of commodities and production available to City and to verify agency capacity to supply goods or services to City; guiding user departments through the procurement process.

Engage in procurement research. Involves: attending specialized procurement conferences or trade shows; surveying various markets, studying trends and keeping advised on new developments and products; making recommendations on commodities which can be more economically purchased on a contract or bulk basis; preparing new and revised specifications for a complex group of commodities requiring specialized knowledge and/or extensive research; participating in collection and analysis of data relating to refinement of specifications or related information; contacting other public and private agencies in specification research work; reviewing catalogs, brochures, the Internet and other sources as a basis for developing accurate specifications.

Perform designated responsible on-going projects related to City purchasing processes or activities as assigned. Includes: formulating new and revised reporting methods and forms; making recommendations to supervisor on modification of purchasing policies, procedures and departmental operations; performing cost savings analyses of projects to measure efficiency of procurement methods adopted; acting as administrator for ADPICS system; directing implementation and application of inventory functions and inventory control software, in-house procurement card systems, property control and barcode activities, or formal bid mail-out activities conducted by the bid section.

Supervise assigned staff. Involves: assigning duties, issuing written and oral instructions and checking work for exactness, neatness and conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance; coaching and arranging for or conducting job training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; recommending personnel status, organization structure and job design changes; interviewing applicants and recommending selections for hire.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting for own supervisor, coworkers, or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under general supervision;

logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration, or a related field, plus two (2) years of responsible buying or contract administration experience using automated procurement systems; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: state and federal statutes governing public purchasing and contracting; modern purchasing practices and procedures. Good knowledge of: departmental commodities and services; sources of supply, marketing practices and pricing methods; procurement processes; contract law; customer service techniques. Some knowledge of: supervisory techniques.

Ability to: read, draft and analyze contracts, contract modifications and solicitation documents, including specifications and instructions to offerors; understand, interpret and enforce contractual language firmly and impartially; compile and analyze data; communicate clearly and concisely, orally and in writing; establish and maintain effective working relationships with actual and potential vendors, fellow employees, officials and the general public; prepare reports and maintain records; supervise and train assigned personnel firmly and impartially.

Skill in safe operation and care of: personal computers or network workstation; generic business productivity and specialized purchasing and accounting software comparable to that installed; common office equipment.

Director of Personnel

Department Head

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